

Polk State College Procedure

Subject	Reference	Date	Number
Procedure to Implement Article VI of the Faculty Senate Constitution DBOT Rule 2.24	Rule 2.24	11/01/2016	6063

I. Purpose

The purpose of this document is to establish a structure to ensure the effective fulfillment of the provisions for Faculty Senate involvement in policies and procedures as provided in District Board of Trustees Rule 2.24, *Faculty Senate Constitution*. Communication between the College President and Faculty Senate is recognized as the critical element in achieving the Senate purpose and Board Rule intent.

II. Procedure

Communication may be initiated by the College President (or designate) or by the Faculty Senate President on any issue within the provisions of Board Rule.

- A. Communication must be in written form, although it may be supplemented by discussions, reports, or other avenues of verbal dialog.
- B. The written communication shall normally be between the Faculty Senate President and the College President, and may be delivered in person or through the Faculty Senate Administrative Liaison.
- C. All communications should be acknowledged in a timely manner under the provisions of Article VI, Section 3 of DBOT Rule 2.24, *Faculty Senate Constitution*. For communications requiring a response, the specific time requirements are:
 - 1. The College President shall respond within 20 days of the receipt of communication from the Senate. The College President may request an additional 10 days if needed.
 - 2. The Senate shall respond within 30 days after receipt of communication from the College President by the Faculty Senate President. An additional 30 days may be granted by mutual consent of the College President and the Faculty Senate President.
- D. If, in the opinion of the College President, urgent action is necessary, the Senate President shall be notified and requested to call a special meeting (cf. Procedure 6056, Article VI, Section 4).
- E. All actions shall be communicated in written form and include the items below:
 - 1. Date of communication

- 2. Description of the issue
- 3. Support for commentary
- 4. Requested date for implementation
- 5. Formal response request
- 6. Other relevant information
- 7. Signature of the originator

F. Senate meeting minutes shall record all issues. These minutes shall be archived by the Faculty Senate Secretary along with all correspondence.

History:

Adopted: September 6, 1991

Revised: April 20, 2010; November 1, 2016

	11/1/14		11/1/14
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			11/1/14
President's Approval			Date